

# UNCLASSIFIED

Contract No. S-AQMPD-07-C0054  
Local Guard Services Kabul, Afghanistan

## EXHIBIT K BACKGROUND INVESTIGATION REQUIREMENTS FOR LOCAL NATIONALS

### 1. Vetting Procedure

Non-U.S. citizens performing on this contract must be investigated and approved by the Agent in Charge/Regional Security Officer at the location where the individual is assigned.

### 2. Required Forms

The Contractor shall submit a completed OF-612 (attached), together with an appendix containing the information listed below, for each proposed EXPAT and TCN guard force member to the Regional Security Officer at the U.S. Embassy in Kabul for investigation and approval. The OF-612 can be downloaded in PDF format from the Office of Personnel Management website at <http://www.opm.gov/forms/html/sf.asp> and in TXT format from the USA Jobs website at <http://www.usajobs.opm.gov/of612.asp>. The Contractor should disregard all blanks on the OF-612 that are used for purely domestic purposes, such as the blanks for announcement number, social security number, state, zip code, veterans preference, and prior federal employment.

### 3. Information Required for Appendix to OF-612

The appendix to the OF-612 shall contain the information below (listed in the order shown).

#### 3.1. Countries Lived in the Past 10 Years

List the countries and the addresses at which the EXPAT or TCN has lived, as well as the name and number of a non-relative who can corroborate this information.

#### 3.2 Date and Place of Birth

#### 3.3 Passport Numbers of All Countries of Citizenship

#### 3.4 Contact Addresses and Telephone Numbers (if Available) for Confirming Military Service Record

#### 3.5 National Insurance Number, Tax Identification Number, or Other Identification Issued by Country of Citizenship or Birth

#### 3.6 Name, Address, and Telephone Number (if Available) of Relatives

#### 3.7 Countries Visited in the Past 10 Years and Reason for Visit

#### 3.8 Dates and Nature of Work and Contact Information for Work Performed in Countries other than Country of Citizenship or Birth

UNCLASSIFIED

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## OPTIONAL APPLICATION FOR EMPLOYMENT

(Modified - OF 612 -- Form Approved: OMB No. 3206-021)

- =====
1. JOB TITLE: \_\_\_\_\_
  2. GRADE(S) APPLYING FOR: \_\_\_\_\_ N/A \_\_\_\_\_
  3. ANNOUNCEMENT NUMBER: \_\_\_\_\_ N/A \_\_\_\_\_
  4. LAST NAME: \_\_\_\_\_ FIRST, MIDDLE: \_\_\_\_\_
  5. SOCIAL SECURITY NUMBER or OTHER VERIFIABLE NUMBER: \_\_\_\_\_
  6. MAILING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

7. PHONE NUMBERS (include area code) DAYTIME: \_\_\_\_\_  
EVENING: \_\_\_\_\_

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8. WORK EXPERIENCE: Describe your paid and nonpaid work experience related to the job for which you are applying. (Do not attach job descriptions)

- 1) JOB TITLE: \_\_\_\_\_

FROM (MM/YY): \_\_\_\_\_ TO (MM/YY): \_\_\_\_\_

SALARY: \$ \_\_\_\_\_ per \_\_\_\_\_ HOURS PER WEEK:

EMPLOYER'S NAME: \_\_\_\_\_

AND ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

SUPERVISOR'S NAME: \_\_\_\_\_

AND PHONE: \_\_\_\_\_  
\_\_\_\_\_

DESCRIBE YOUR DUTIES AND ACCOMPLISHMENTS:

- 2) JOB TITLE: \_\_\_\_\_

FROM (MM/YY): \_\_\_\_\_ TO (MM/YY): \_\_\_\_\_

SALARY: \$ \_\_\_\_\_ per \_\_\_\_\_ HOURS PER WEEK:

EMPLOYER'S NAME: \_\_\_\_\_

AND ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

UNCLASSIFIED

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SUPERVISOR'S NAME:

AND PHONE:

DESCRIBE YOUR DUTIES AND ACCOMPLISHMENTS:

9. MAY WE CONTACT YOUR CURRENT SUPERVISOR? (If we need to YES [ ]  
contact your current supervisor before making an offer,  
we will contact you first.) NO [ ]

## EDUCATION

10. MARK HIGHEST LEVEL COMPLETED: Some HS [ ] Bachelor [ ]  
Associate [ ] Doctoral [ ] Master [ ]

11. LAST HIGH SCHOOL or GED SCHOOL:

CITY/STATE/ZIP(if ZIP known):

YEAR DIPLOMA or GED RECEIVED:

12. COLLEGES AND UNIVERSITIES ATTENDED (Do not attach a copy of your transcript unless requested.)

1) NAME:

CITY/STATE/ZIP:

SEMESTER CREDITS EARNED: MAJOR(S):

(or)

QUARTER CREDITS EARNED:

DEGREE (If any): YEAR RECEIVED:

2) NAME:

CITY/STATE/ZIP:

SEMESTER CREDITS EARNED: MAJOR(S):

(or)

QUARTER CREDITS EARNED:

DEGREE (If any): YEAR RECEIVED:

3) NAME:

UNCLASSIFIED<sup>3</sup>

UNCLASSIFIED

Contract No. S-AQMPD-07-C0054  
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CITY/STATE/ZIP: \_\_\_\_\_

SEMESTER CREDITS EARNED: \_\_\_\_\_ MAJOR(S): \_\_\_\_\_

(or) \_\_\_\_\_

QUARTER CREDITS EARNED: \_\_\_\_\_

DEGREE (If any): \_\_\_\_\_ YEAR RECEIVED: \_\_\_\_\_

=====

**OTHER QUALIFICATIONS**

13. Job-related training courses (give title and year). Job-related skills (other languages, computer software/hardware, tools, machinery, typing speed, etc.). Job-related certificates and licenses (current only). Job-related honors, awards, and special accomplishments (publications, memberships in professional/honor societies, leadership activities, public speaking, and performance awards). Give dates, but do not send documents unless requested.

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**GENERAL:**

14. ARE YOU A U.S. CITIZEN? ..... YES [ ] NO [ ]

If NO, give the country of your citizenship: \_\_\_\_\_

15. I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me or for firing me after I begin work. I understand that any information I give may be investigated.

SIGNATURE: \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_

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